

REPORTS, RECORDS AND DATA SUBMISSION ORDER

Authority: *Independent School Act*, sections 4 (1) (c) and 6

Inspector's Order 1/91 (I 1/91) Effective May 28, 1991
Amended by Inspector's Order 2/92 (I 2/92) Effective November 25, 1992
Amended by Inspector's Order 1/93 (I 1/93) Effective July 1, 1993
Amended by Inspector's Order 2/93 (I 2/93) Effective August 5, 1993
Amended by Inspector's Order 2/04 (I 2/04) Effective March 30, 2004
Amended by Inspector's Order 1/06 (I 1/06) Effective September 14, 2006
Orders of the Inspector of Independent Schools

Report requirements for certificate

1. When an authority which is incorporated under the *Society Act* or the *Business Corporations Act* makes an application for issuance or renewal of a certificate of group classification pursuant to section 4 of the *Independent School Act*, the authority must be in compliance with the provisions of the *Society Act* or the *Business Corporations Act* relating to annual reports and financial statements.

[am. I 2/04]

Records submission

2. Within 60 days of the closure of an independent school, the authority operating the school must submit to the inspector all student permanent record cards that have not been forwarded to other independent or public schools in British Columbia.

[am. I 1/06]

Data submission

3. (a) An authority must accurately complete
- (i) Ministry of Education Form 1602 entitled "Independent School Authority Information Data Collection Form",
 - (ii) for each independent school operated by an authority, Ministry of Education Form 1601 entitled "School Data Collection Form",
 - (iii) Ministry of Education form 1701 entitled "Student Data Collection Form" for each educational program that the student is enrolled in and for each child registered as a child being educated at home,
 - (iv) for each independent school for which it holds a certificate of group 1, 2 or 4 classification, Ministry of Education Form I-2001 entitled "Independent School Teacher and Principal Information Form" for each teacher and principal in the school, including his or her respective social insurance number,
 - (v) for each independent school for which it holds a certificate of group 1 or 2 classification, Ministry of Education Form 4522 entitled "Form ES-Audit",
 - (vi) for each independent school for which it holds a certificate of group 1 or 2 classification, the Ministry of Education Form entitled "Direct Deposit Payment Request", and

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- (vii) for each independent school for which it holds a certificate of group 1 classification, the Ministry of Education Form entitled "Statement of per Student Operating Costs".
- (b) The forms required by this section must be submitted to the inspector in accordance with the instructions set out
 - (i) in the "Forms Completion Instructions for Independent Schools" for Forms 1601 and 1701,
 - (ii) in the "Independent Schools Forms Completion Instructions" for Form I-2001,
 - (iii) in the "Forms Completion Instructions for Independent School Authorities" for Form 1602, and
 - (iv) in the "Form ES-Audit Completion Instructions".

[en. I 2/92; am. I 1/93; am. I 1/06]

4. [Spent]